



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date
12/15/72

2. Agency Application No.

INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.

FOR RECORDS MANAGEMENT DIVISION USE

Date Received Application No. Date Completed

NOV 3 1972 483 DEC 28 1972

3. AGENCY, Division, Subdivision & Administering Office Address
Department of Transportation
Division of Planning and Programming - Urban Planning
Equitable Building
Atlanta, Georgia

4. Person to Contact

Nick Mosgovoy

5. Working Title
Chief Urban Planning

6. Tel. No.
656-5368

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1963 - To Date

9. Exact Series Title

Transportation Study File

10. What is the function of the office in which this record series is created

The function of the Urban Planning Unit is to develop transportation plans and programs for the highway systems of urban areas. (Urban areas are defined as those areas with populations of 5,000 or more.) Long and short range plans are developed considering the present highway systems and socio-economic factors. Comprehensive, long range plans are developed for urban areas with a population in excess of 50,000 and occasionally for areas with lesser populations. Generally the transportation plan for an area with a population of less than 50,000 will focus on the current needs of the area.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the creation of a transportation file for urban areas with a population in excess of 50,000.

Included are: definition of the urban area boundary, legal agreements between the Department of Transportation and the local area, minutes of meetings with local officials and committees, physical inventory of ground conditions, street classifications, travel routes, socio-economic data, traffic assignment, link data, work maps, volume/capacity maps, monitoring of implementation of plan, and letter of approval and/or authorization.

The file is arranged alphabetically by urban areas.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	24	36		10	20
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				94	100
Lateral File Drawers	12	24		This Year's	Last Year's
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Year's
Boxes-Forest Park Storage		3000		30	30
				25	25

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☒ [x] ☐ []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ [x] ☐ []
16. Does the series contain classified information requiring security handling? ☒ [x] ☐ []
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☒ [x] ☐ []
21. Does the record series contain documentation produced as EDP printout? ☒ [x] ☐ []
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ [x] ☐ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [x] ☐ []

24. REQUIREMENTS. The following requires the files to be kept Permanently ~~XXXX~~ years.

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☒ [x] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Federal Highway Act of 1962, Section 7 (H.R. 12135)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☒ [x] Other selection of plan then:

☐ [] Hold in the current files area _____ month(s)/ _____ year(s):

☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):

☐ [] Destroy.

☐ [] Transfer to State Archives for permanent retention.

☐ [] Destroy immediately after cut-off.

☒ [x] Other: (Specify)

Base Year Data: hold in current files area until superseded, obsolete or no longer needed for reference, then retire to State Archives for permanent retention

Selected Plan: retain selected plan in current files area until completion of projects. Place completed projects in inactive file; cut off at the end of each calendar year. Retire to State Archives.

(Indicate to which plan the recommendations above or write additional remarks)

Alternative Plans: Upon selection of a plan, place alternative plans in the inactive files. Cut off at once. Transfer to State Records Center. Hold 20 years, then destroy.

Attach Samples of the Series

Records Management Officer Bradford Date 12/15/72

26. Recommendations		<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	Head of Agency/Designee	Date
in Paragraph	State	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	Department of Audits/Designee	Date
	Records	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	Secretary of State/Designee	Date
	Committee	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	Department of Law/Designee	Date
	25 are:			

Explanation of yes answers to questions 14-23.

14. Partial duplication - duplicate copies of the Federal approval of the Transportation study plans are filed in the Office of the Planning and Programming Engineer. Some of the information is stored on computer tapes.
15. The information in the record series is summarized and published in the Transportation Study Report. The reports cover 20 year planning periods and intermediate time intervals.
16. Some aspects of the study are for interdepartmental use only and not for public distribution.
18. The record series could be partially reconstructed from the computer tapes.
20. The record series provides input into the following EDP Files: Traffic Assignments, Link Data Tapes, Socio-economic Data Tapes, Trip Record Tapes and Street inventory tapes.
21. The record series contains the following EDP Printouts: Traffic Assignment, Link Data Tapes, Socio-economic Data, Street Inventory and Trip Data.
22. The Federal government requires that states develop comprehensive long-range plans for those urban areas with populations of 50,000 or greater. (Federal Highway Act of 1962, Section 7 (HR 12135) - revised 1964.)
23. The record series is a comprehensive long-range plan; it is continually updated and revised.

RATIONALE:

Federal funds for programs in urban areas with populations in excess of 50,000 will be approved only if based on a continuous comprehensive planning process carried on cooperatively between the state and local areas. Once a specific type of data has been collected for an area, the federal government will not normally provide additional funds for the collection of the same type of data in that area. All future projections must be based on the extrapolation of the original data. Completed projects provide historical data for future projects.